

## MKE Elevate Steering Committee Meeting

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| 1.21.2021                |  | 10:00 am – 11:00 am | MS Teams Virtual |
| <b>Meeting called by</b> | Rachel Lecher  |                     |                  |
| <b>Type of meeting</b>   | MKE Elevate Steering Committee   |                     |                  |
| <b>Attendees</b>         | <b>Thalia Williams</b><br><b>Helen Hermus</b><br><b>Aziza Carter</b><br><b>Katie Connolly</b><br><b>Sheena Carey</b><br><b>Erick Shambarger</b><br><b>Jamaal Smith</b>   |                     |                  |
| <b>Facilitators</b>      | Rachel Lecher  |                     |                  |
| <b>Agenda</b>            | <ol style="list-style-type: none"> <li>1. Overview and discussion of previous role of Steering Committee as established in 2018               <ol style="list-style-type: none"> <li>a. How this has changed/will change</li> <li>b. How involved we want to be/ our bandwidth amidst COVID</li> <li>c. Goals for 2021</li> </ol> </li> <li>2. Action Team Meetings 2021               <ol style="list-style-type: none"> <li>a. Overview of membership for each team</li> <li>b. Proposed meeting schedule</li> <li>c. Proposed meeting agendas</li> <li>d. Steering Committee role &amp; Rachel's role</li> </ol> </li> <li>3. Discuss next meeting dates/times for 2021 (4x/year)</li> </ol> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>• Establish the role of the Steering Committee for 2021</li> </ul> |                     |                  |

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|         | <ul style="list-style-type: none"> <li>• Create meeting schedule for Steering Committee and Action Teams for 2021</li> <li>• Define Goals for 2021 for MKE Elevate</li> </ul>  |
| Minutes | <p>10am-10:06am—<i>Introduction &amp; Agenda Overview</i></p> <p>10:06am-10:20am—<i>MKE Elevate Steering Committee PPT Overview:</i></p> <ul style="list-style-type: none"> <li>• Rachel to send out to the larger group</li> <li>• Roles of Steering Committee <ul style="list-style-type: none"> <li>○ Rachel: Week between Christmas &amp; New Years emails were sent out regarding future meetings and collaboration as co-leads for action teams</li> <li>○ Rachel to take on lead as facilitator for action team meetings—at least for 1<sup>st</sup> round/re-evaluate as we go <ul style="list-style-type: none"> <li>▪ Action teams to meet February, May, August and November</li> <li>▪ Group consensus: okay with Rachel facilitating</li> <li>▪ Erick to share potential template for future meetings if interested</li> </ul> </li> </ul> </li> </ul> <p>10:20am-10:30am—<i>Action Teams Overview &amp; Membership:</i></p> <ul style="list-style-type: none"> <li>• Rachel Created Google Spreadsheet for Action Teams <ul style="list-style-type: none"> <li>○ List will continue to expand</li> <li>○ If there are different networks that people have to recruit please feel free to do so</li> <li>○ Proposed structure: Action teams to meet 1 week, discuss and then de-brief</li> </ul> </li> </ul> <p>10:30am-10:33am—<i>Further Discussion:</i></p> <ul style="list-style-type: none"> <li>• Might have to adjust for August meeting, will evaluate as date approaches</li> </ul> <p>10:33am-10:50am—<i>Proposed Meeting Agenda:</i></p> <ul style="list-style-type: none"> <li>• Potential ideas: roles, successes, Q&amp;A, priority action areas, spotlights of an organization and potential room breakouts <ul style="list-style-type: none"> <li>○ What are the deliverables? “This is what we’ve done, this is what we’ll be doing as we move forward.”</li> </ul> </li> <li>• Rachel to plan out action team meetings</li> </ul> <p>10:50am-11:00am—<i>Closing &amp; Next Steps:</i></p> <ul style="list-style-type: none"> <li>• Group consensus: 90-minute meetings</li> <li>• Goals for 2021 <ul style="list-style-type: none"> <li>○ Revise/re-evaluate action team priorities to ensure that we are up-to-date with the dissemination of information and future MKE Elevate planning</li> </ul> </li> <li>• If members are not able to attend all meetings, that’s okay. Contribute as much as you can</li> </ul> |